RDS Program E-Newsletter

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Useful Links:

RDS Center
Home page for the RDS Center
http://rds.cms.hhs.gov

CMS Coordination of Benefits/VDSA Web Site
Home page for information on submitting retiree files through the Voluntary Data Sharing Agreement
http://www.cms.hhs.gov/medicare/cob/default.asp

CMS Employer Page
Centers for Medicare and Medicaid Services Web Site specifically for employers
http://www.cms.hhs.gov/medicare/cob/default.asp

Contact Us:

http://rds.cms.hhs.gov
RDS@cms.hhs.gov

February 22, 2006 National Conference Call

On February 22, 2006, the RDS Center conducted a National Conference Call for registered secure web site users, which hosted 2,208 participants. The objective was to give RDS program participants an opportunity to learn more about the RDS Interim Payment processes. Call topics consisted of: what data is required to be submitted for payment, how to aggregate the data, and how to transmit it to the RDS Center for payment. Although the call was a one-way presentation, the RDS Center encouraged individuals to e-mail payment questions to the RDS Outreach mailbox prior to the call. CMS' RDS Center received over 100 e-mails from individuals with topic suggestions, and many of those e-mails were used to develop the content for the National Teleconference. Thanks to all those who responded!

Downloads:

- Conference Call Presentation (pdf, 168 KB)
- Accessible Conference Call Presentation (pdf, 139 KB)

RDS Program Interim Payment Update

CMS' Retiree Drug Subsidy (RDS) Center is pleased to announce additional information about Interim Payment Setup and Interim Cost Reporting and Payment Requests. This information supplements the Interim Payment Overview posted on the RDS Program Web Site January 23, 2006.

<u>Interim Payment Setup</u>

Interim payment setup functionality via the RDS Secure Web Site will be introduced by April 6, 2006. Information on how to complete payment setup will be available on the RDS Program Web Site the end of March. This information will answer questions, such as: What do I need to know before I start Initial Payment Setup, What privileges are associated with Initial Payment Setup and which roles can be assigned to each, and How do I complete Initial Payment Setup.

(877) RDS-HELP or
(877) 737-4357
(877)RDS-TTY0 or
(877) 737-8890

Interim Cost Reporting and Payment Requests

The RDS Center will introduce interim cost reporting and requesting payment functionality via the RDS Secure Web site by July 1, 2006. At that time, Account Manager, or Designees with cost reporting privileges will be able to submit cost data to the RDS Center for all or part of the periods preceding the request.

Options for Plan Years Electing Monthly Payments

Plan Sponsors that have elected monthly payments on their RDS applications can wait to begin submitting interim cost reports and payment requests until the Secure Web Site system functionality is available by July 1, 2006. Or, if they want to begin the payment process sooner, they will be permitted to make a one-time, early payment request via an alternative approach that does not use the Secure Web Site. We expect this early payment request will be available no later than the beginning of April 2006, and will include the submission of the same data required to be submitted when interim cost reporting functionality becomes available. You should check the RDS Program Web Site for additional information about this early payment request as it becomes available. (Please note that the details will be posted on the Web Site and will not be available at the RDS Call Center before then.)

Please continue to check the RDS Program Web Site for additional information as it becomes available.

Reminder to Plan Sponsors to View Medicare Part D Enrollment Rejection Notifications

CMS' Retiree Drug Subsidy (RDS) Center would like to remind Plan Sponsors to view Medicare Part D enrollment rejection notifications posted on the RDS Secure Web Site. The notifications – posted daily – relate to beneficiaries claimed by the Plan Sponsor under the RDS program who have attempted to enroll in Medicare Part D. For more information on viewing Medicare Part D enrollment rejection notifications go to: http://rds.cms.hhs.gov/how_to/part_d.htm.

The Medicare Part D enrollment rejection notification is intended to give Plan Sponsors an opportunity to contact the retirees and discuss the potential impact (if any) that a completed Part D enrollment would have on their retiree coverage under the terms of the Sponsor's plan. For the Sponsor, a beneficiary's enrollment in Part D will result in that beneficiary’s RDS coverage periods terminating. (However, the Sponsor will still be entitled to subsidy payments for other qualifying covered retirees.)

CMS' RDS Center Implementing Change of Information Functionality in RDS Secure Web Site

CMS' RDS Center is pleased to announce the addition of new functionality to the Retiree Drug Subsidy (RDS) Secure Web Site. Effective February 2, 2006 Plan Sponsors, can change certain information previously provided to the RDS Center. Check the CMS' RDS Program Web Site for detailed information on How To Change Personal Information, How To Change Plan Sponsor Information, How To Assign and Delete Designees or Change Their Privileges, and How To Change Your Authorized Representative or Account Manager.

Please note that the ability to change EFT information in an application is **not** included in this release. This functionality will be added with the implementation of the Initial Payment Setup process.

Helpful Tips

This section is intended to provide you with helpful tips about relevant RDS topics. The focus of this 'Helpful Tips' section is **Change of Information** (Plan Sponsor, Personal, Reassign Account Manager and Authorized Representative, and Assign and Delete Designees or Change Their Privileges).

- To learn more about how to change Plan Sponsor information, go to: How To Change Plan Sponsor Information page [http://rds.cms.hhs.gov/how_to/change_plan_sponsor.htm].
- All or some of the following Plan Sponsor information may be changed: Business Telephone Number, Fax Number, Type of Organization, Company Address, and/or Company Home Page.
- The Plan Sponsor's EIN and Company name **may not be changed**. This information was used during the initial Plan Sponsor registration process to authenticate the Plan Sponsor as a valid entity and consequently cannot be changed.

  In the event an EIN or Company name changes due to new ownership or a merger/acquisition, the Account Manager must create a **new** Plan Sponsor account for the new EIN and/or name. The application under the original EIN and Company name may remain unchanged and finish out the plan year as originally submitted. Any new applications required as the result of a new plan should be registered under the new Plan Sponsor ID, using the new EIN and/or Company name. Future guidance will be provided in this area.
- To learn more about how to change Personal information, go to: How To Change Personal Information page

[http://rds.cms.hhs.gov/how_to/change_personal_info.htm].

- Any change made to your personal information in the RDS Secure Web Site is effective immediately after you click the Continue button.
- There is one restriction on making changes to editable fields. If you are an Actuary and want to change your first or last name, you must register your name change with the American Academy of Actuaries (AAA) prior to attempting a name change in the RDS System. All Actuaries are validated against the AAA membership list before they can be assigned to an RDS Plan Sponsor application.
- To learn more about how to reassign Account Manager and Authorized Representative, go to: How To Reassign Account Managers and Authorized Representatives page [http://rds.cms.hhs.gov/how_to/reassign_amar.htm].
- Account Managers may remove themselves as the Account Manager for a Plan Sponsor and assign someone else to that role. Additionally, the Authorized Representative may also remove an Account Manager and reassign someone else to the role. Designees or Actuaries cannot change the Account Manager associated with a Plan Sponsor.
- Authorized Representatives may remove themselves as the Authorized Representative for a Plan Sponsor and assign someone else to that role. Additionally, the Account Manager may also remove an Authorized Representative and reassign someone else to the role. Designees or Actuaries cannot change the Account Manager and/or Authorized Representative associated with a Plan Sponsor.
- To learn more about how to assign and delete designees, go to: How To Assign and Delete Designees or Change Their Privileges page http://rds.cms.hhs.gov/how_to/assign_delete.htm].
- Account Managers and Authorized Representatives may assign, delete, and/or change a Designee's privilege(s).
- Designees may be assigned and privileges may be changed at any time. Designees may not be deleted while an application is being processed by the CMS RDS Center.